

The County of San Bernardino
invites applications for the position of:

**Deputy Director,
Children and Family Services**



Children and Family Services

www.sbcounty.gov/hr

The Position



The **Department of Children and Family Services** is seeking a Deputy Director who will have administrative responsibility for all children's social services programs within a region, the Placement Resources Division or the System Resources Division.

Responsibilities will be to plan, direct and administer social service programs primarily concerned with the social well-being of children; select, train, supervise and monitor subordinate managers; consult with staff on departmental policy; and develop and implement department and/or regional policies, procedures, and training plans for social service programs.

The list may also be used to fill future vacancies as they occur.

The mission of **Children and Family Services** is to protect endangered children, preserve and strengthen their families, and develop alternative family settings. Services as mandated by law and regulation, will be provided in the least intrusive manner with a family centered focus. This mission is accomplished in collaboration with the family, a wide variety of public and private agencies and members of the community.





Salary and Benefits

Exempt Unit-Group C

Annual Salary

Full Time

\$82,160.00 - \$105,144.00

The salary and benefits package is highly competitive:

Retirement Benefits

- ⇒ Generous County Pension (www.sbcera.org)
- ⇒ Vested after 5 years
- ⇒ Eligible to participate in **401(k)** Defined Contribution Plan with County contribution of two (2) times employee contribution up to 8% of base salary
- ⇒ Eligible to participate in 457(b) Deferred Compensation Plan with County contribution of .5% times employee contribution up to .5% of base salary
- ⇒ County contributes up to 2.75% of base salary to the Retirement Medical Trust Fund – VEBA
- ⇒ **Retirement Reciprocity** with CalPERS, CalSTRS, and '37 Act plans (Tier1)
- ⇒ County contributes \$7,360 annually toward Tier 1 employee's required retirement contribution
- ⇒ **Example:** employee with 30 years of service at age 60 receives life-time pension allowance of 79% (Tier 1) or 54% (Tier 2) of highest earning year's compensation for life.

Medical Benefits

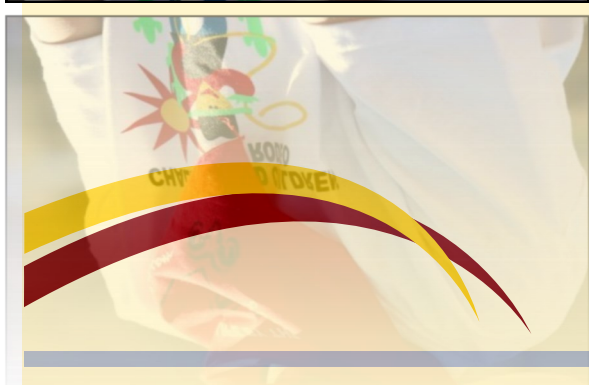
- ⇒ Health and dental insurance offered for employee and eligible dependents
- ⇒ Medical and dental premium subsidies to offset the cost of insurance premium
- ⇒ Employer paid vision coverage for employee and eligible dependents
- ⇒ Eligible to participate in Flexible Spending Account with up to **\$1,040** annual County match

Paid Time Off

- ⇒ Vacation Leave up to four (4) weeks annually with **cash-out option (80-160 hours/year)**
- ⇒ Administrative Leave 80 hours annually
- ⇒ Sick Leave 12 days annually with **unlimited accrual (3.69 hours)**
- ⇒ 14 Paid Holidays annually
- ⇒ 16 hours Perfect Attendance Leave

Miscellaneous Benefits

- ⇒ \$1,000 tuition reimbursement annually
- ⇒ Health club membership up to \$324 annually/year
- ⇒ Employer-paid term life insurance - \$50,000
- ⇒ Variable group universal life insurance with County contribution of 25% of one (1) time annual base salary
- ⇒ Long Term Disability 60% up to \$10,000 per month
- ⇒ Short Term Disability 55% up to \$1,533 per week
- ⇒ No deduction for Social Security
- ⇒ **Relocation assistance available**



The Qualifications

The Minimum Requirements

Education: A Master's degree in Social Work, human services, clinical psychology or counseling with an emphasis in marriage, family or child psychology.

—AND—

Experience: Two (2) years of program management experience or second-level supervision of professional-level employees in a social service program primarily concerned with the social well-being of children, the aged, or adults with disabilities.

Equivalent qualifications may be given consideration provided education and experience is commensurate with the responsibilities of this position.

The Desired Qualifications

The ideal candidate will demonstrate leadership skills in managing change and be a highly flexible professional able to develop tools and solutions to meet the changing child welfare practice needs. Excellent interpersonal skills in the area of team-building and the ability to develop strong relationships with community partners is required. Candidates with management experience in government child welfare are preferred.



Conditions of Employment

Travel: Statewide and nationwide travel is occasionally required. Travel throughout the county is required, and employees will be required to make provisions for transportation. At the time of hire, a valid California Class C driver license and proof of automobile liability insurance must be produced for the individual providing the transportation.



Assignment: As department leaders, Deputy Directors may be assigned or rotated to any of the Children and Family Services programs, administrative assignments or geographic regions. Assignments are made solely at the discretion of the Director of CFS

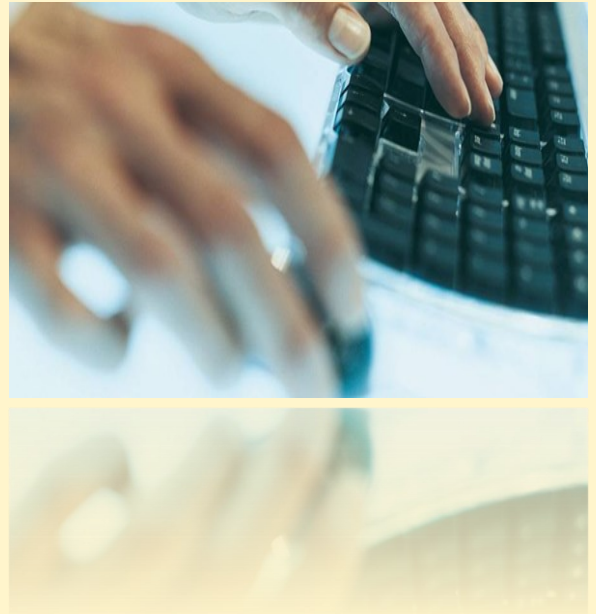


The Application and Selection Process

There will be a **competitive evaluation of qualifications** based upon review of the application/resume and responses to the supplemental questionnaire. Only the most highly qualified candidates will be invited to participate in the remainder of the selection process, which may include an oral examination and selection interviews with the appointing authority.

It is the applicant's responsibility to ensure that the application and/or resume, as submitted, are complete and sufficiently detailed to determine qualifications. The application materials must also include written responses to the supplemental questions.

DEADLINE:
March 06, 2015 (FRIDAY)
at 5:00PM.



Contact Information

Julie Morter-Andrews
Human Resources
157 West Fifth Street, First Floor
San Bernardino, CA 92415
(909) 387-6001
ExecRecruit@HR.sbcounty.gov



Supplemental Questions

The supplemental information requested below, in conjunction with your application and/or resume, will be used to evaluate your relevant experience in a competitive evaluation of qualifications. It is to your advantage to provide complete, organized and detailed responses to each question.

Deputy Director, Children and Family Services Supplemental Questionnaire:

1. INSTRUCTIONS: The information on the Application and your responses to the following supplemental questions will be used in an **evaluation of qualifications**. Detailed responses should be provided for each question in order to ensure qualifications are properly considered (do not refer to a resume). **Each response, where appropriate, must include the name of your employer(s) and dates of employment where you performed the duty and the title of your position(s).**

⇒ *Prior experience in a social service program primarily concerned with the social well-being of children, the aged, or adults with disabilities is required. Be sure to specify your experience in relevant programs when addressing the questions below.*

⇒ **I have read and understand the instructions above: YES NO**

2. SOCIAL SERVICES MANAGEMENT: Describe your experience in the management and direction of social services programs. Describe your experience managing offices and services in multiple locations as well as the specific management activities you performed, such as program planning and monitoring, budget and fiscal planning and monitoring, or staffing (include length of experience in each area).

3. COMMUNITY COLLABORATION/RELATIONS: Describe your experience and interaction working as a spokesperson, contact person or liaison with the public, media, public officials or allied agencies. Include any experience in community relations, acting as a facilitator and/or collaborating with community partners, stakeholders, allied agencies, etc. to meet common goals.

4. ORGANIZATIONAL DEVELOPMENT: Describe and give examples of your experience with planning, developing, and implementing organizational changes or significant organizational projects (include dates/duration of specific projects).

5. MANAGEMENT/SUPERVISION: Describe your experience supervising/managing staff. Indicate the job titles and number of staff supervised and specific activities you performed. Be sure to identify your second-level subordinates (provide the total number and job titles of your second-level subordinates., mentoring employees and facilitating professional development for the purpose of succession planning.

**** Completed all sections and provided full descriptions : YES NO**

